

HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)
P. O. BOX 486
HUNTSVILLE, ALABAMA 35804-0486
(256) 539-0774

NEW JOB POSTING

October 27, 2025

- 1) POSITION TITLE: **Executive Administrator (Exempt)**
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m., or
8:00 a.m. until 6:30 p.m.
Monday through Thursday (Fridays off)
- 3) BASE SALARY: \$2,295.20 biweekly, which is \$59,675.20 annualized.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED EMPLOYEES INTERESTED: **Qualified** employees should submit an Internal Application Form to the Human Resources Department. The form can be obtained from Human Resources.

Qualified external applicants can obtain a position description and application from our website, www.hsvha.org; or at 200 Washington Street. **Resumes will only be accepted with a completed application.**

Position will remain open until filled.

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

EXECUTIVE ADMINISTRATOR

Under the supervision of the Executive Director/CEO, the Executive Administrator serves as a trusted partner and thought leader, providing high-level strategic guidance, organizational insight, and operational support. This position plays a pivotal role in advancing the agency's mission by ensuring seamless coordination between executive leadership, the Board of Commissioners, community stakeholders, and internal staff. The Executive Administrator is responsible for fostering strategic alignment, enhancing communication, and supporting the Executive Director/CEO and the Deputy Executive Director in achieving organizational priorities.

Minimum of 7 years of progressively responsible experience in executive leadership support, strategic planning, or public administration. Experience in housing, community development, or governmental organizations strongly preferred. Bachelor's degree in Public Administration, Business Administration, Political Science, or related field (Master's degree preferred); or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Must possess a valid driver's license, possess and maintain a good driving record, and must be bondable under the Authority's fidelity bond. Base Salary: \$2,295.20 biweekly, which is \$59,675.20 annualized.

For a complete position description and application, please visit our website at www.hsvha.org, or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P. O. Box 486, Huntsville, Alabama 35804-0486. NO CALLS PLEASE.**

POSITION IS OPEN UNTIL FILLED.

**Drug/Alcohol/Smoke-Free Workplace
EEO Employer.**

HUNTSVILLE HOUSING AUTHORITY (HHA)**POSITION DESCRIPTION****EXECUTIVE ADMINISTRATOR**

DEPARTMENT	SUPERVISOR	CLASSIFICATION	GRADE	FLSA
Executive	Executive Director/CEO	Full-Time	31	Exempt

SUMMARY OF DUTIES:

Under the supervision of the Executive Director/CEO, the Executive Administrator serves as a trusted partner and thought leader, providing high-level strategic guidance, organizational insight, and operational support. This position plays a pivotal role in advancing the agency's mission by ensuring seamless coordination between executive leadership, the Board of Commissioners, community stakeholders, and internal staff. The Executive Administrator is responsible for fostering strategic alignment, enhancing communication, and supporting the Executive Director/CEO and the Deputy Executive Director in achieving organizational priorities.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Bachelor's degree in Public Administration, Business Administration, Political Science, or related field (Master's degree preferred); or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities.
2. Minimum of 7 years of progressively responsible experience in executive leadership support, strategic planning, or public administration. Experience in housing, community development, or governmental organizations strongly preferred.

ESSENTIAL FUNCTIONS OF POSITION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.

- Provides highly responsible and often confidential support to the Executive Director/CEO, Deputy Executive Director, and the Board of Commissioners, including first drafts of policy statements, reports, and highly sensitive materials.
- Assist in the development, implementation, and monitoring of strategic plans, goals, and performance metrics.
- Conduct research and prepare executive briefings, reports, and presentations to support decision-making.
- Assist CEO with calendar and executive appointments.
- Serve as a trusted sounding board for sensitive issues, ensuring well-informed executive actions.
- Successful implementation of business management principles, organizational structure, workflow, and operating procedures.
- Strong interpersonal and communication skills and the ability to work professionally and effectively with a wide range of constituents in a diverse community.

HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
EXECUTIVE ADMINISTRATOR

ESSENTIAL FUNCTIONS (Continued):

- Skilled in evaluating and revising operations and procedures in response to organizational change.
- Maintains files related to activities of the Executive Director/CEO and the Board of Commissioners, including HUD notices and other regulatory data.
- Ability to effectively communicate orally and in writing with administration, staff, volunteers, clients, and external individuals and entities.
- Ability to deal effectively, tactfully, and responsibly with the general public, civic organizations, and community organizations. This includes individuals at all levels.
- Ability to maintain strict confidentiality.
- Knowledge of and experience with network planning and administration for events.
- Prepares periodic reports in a professional and timely manner. Monitors implementation and evaluates programs and services for adherence with contract terms and achievement of planned program/client outcomes.
- Represents the Agency in a professional manner by speaking at conferences, public forums, and committees for community outreach, program marketing, and other professional purposes.
- Deployment and supervision of federal, state and local programs and grants that meet and/or exceed funder and donor performance requirements. Monitor program performance and outcomes.
- Coordinates all Huntsville Housing Authority Board meetings, including agendas, meeting notifications, and minutes.
- Coordinates scheduling for the Executive Director/CEO.
- Accepts, screens, and directs calls regarding complaints, inquires, and other matters. Applies considerable judgment in the answering of complaints, screening, and directing of calls and complaints.
- Opens, sorts, and distributes correspondence, including email and faxes.
- Utilizes a high degree of independent judgment in all areas of work.

HUNTSVILLE HOUSING AUTHORITY (HHA)
POSITION DESCRIPTION
EXECUTIVE ADMINISTRATOR

ESSENTIAL FUNCTIONS (Continued):

- Promote communication and alignment between the executive office and department leaders.
- Facilitate cross-departmental collaboration to improve efficiency and achieve organizational objectives.
- Support a positive organizational culture that encourages innovation, accountability, and service excellence.

OTHER RESPONSIBILITIES:

- Performs other work-related duties as assigned.

Employee

Date

HR Director

Date

Executive Director /CEO

Date